



City of Fort Worth Commercial Development Guide



Table of Contents

Purpose of the Guide	5
Taking Care of Small Business	6
Development Timeframes	7
Pre-Development Conference (PDC)	7
Neighborhood Empowerment Zone (NEZ) Certification	7
Urban Forestry	7
Land Use and Zoning Reviews	7
Plat Related Reviews	7
Platting	7
Infrastructure Plan Review Center (IPRC)	8
Community Facilities Agreements (CFA)	8
Building Permits	8
Grading Permits	8
Fire Permits	8
Sign Permits	9
Permanent Encroachment Agreement	9
Temporary Encroachment Permits (roadway and street closures)	9
Pre-Development Conferences (PDC)	10
Development Incentives	11
Neighborhood Empowerment Zones (NEZ).....	11
Economic Development Incentives.....	13
Urban Forestry	17
Land Use and Zoning	18
Comprehensive Plan.....	18
Zoning Districts.....	19
Overlay Zoning Districts.....	19
Certificate of Appropriateness (COA)	21
Zoning Change Process.....	22
Zoning Variances and Special Exceptions	22
Platting – Subdividing Land	23
Transportation	24
Traffic Impact Analysis (TIA).....	24
Transportation Impact Fees	24
Exactions (Rough Proportionality).....	24
Parkway and Street Use Permits	24
Stormwater Management	25
Development in Floodplain	25
Stormwater Facilities Maintenance Agreement (SWFMA).....	25

Grading Permits	26
Infrastructure Plan Review Center (IPRC)	28
Community Facilities Agreements (CFA)	29
Water and Sewer	30
Utility Site Installation	30
Tap and Service Fees.....	31
Impact Fees.....	31
Backflow Prevention.....	31
Grease Traps.....	32
Building Permits	33
X Team	34
Certificate of Occupancy (CO).....	35
Fire Code and Addressing.....	37
Other Permits and Agreements	39
Consumer Health Permits	39
Encroachment Agreements.....	40
People Who Can Help.....	41
City Contact List	41
County Contacts	41
State Contacts.....	42
Utility Contacts	42
Telephone Service.....	42
Water Providers.....	42
Appendix	43
Development Process Overview	44
Certificate of Occupancy Process Overview.....	45

Revision Table

Rev No.	Rev. Date	Rev. Section	Description
0	1/20/23	ALL	Initial Issue

Purpose of the Guide

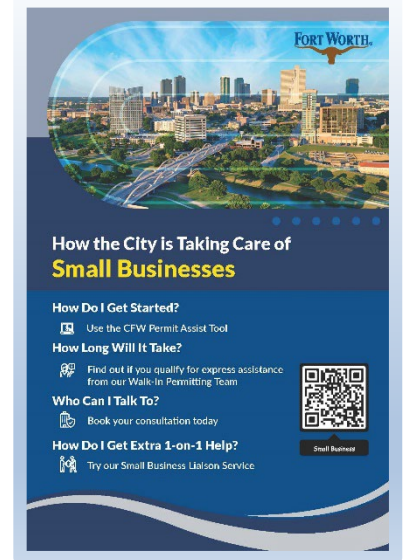
The purpose of this guide is to offer predictability to the City's development review processes as a means to enable commerce to thrive within the City of Fort Worth. The City is committed to a vigorous partnership with the business community, one that enables new and existing businesses to flourish.

Both the business location and the scope of work are factors determining the applicable policies and regulations that will be administered for operating a business within the City of Fort Worth. This guide should be used as a reference tool for business owners, consultants, architects, engineers, and design teams to better understand the role every department serves within the development process. The policies and procedures mentioned within this guide will provide clarity concerning the criteria of health, safety, legal liabilities, permitting and inspection requirements held by the City of Fort Worth.



Taking Care of Small Business

The Development Services Department recognizes how important small business is to our community. With this in mind, the City is committed to *taking care of small business*.



- **Things to Know:**

- What is a Certificate of Occupancy (CO)?

- Any building used or occupied in Fort Worth must have a Certificate of Occupancy. The Fort Worth Administrative Building Code states that no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy. For more information, please visit City's [CO's website](#)

- What does a Change of Use (CoU) Mean?

- If the proposed business is a different type of business than what currently operates in the space, a new Certificate of Occupancy (CO) is needed to legally operate the business within the City of Fort Worth. A Change of Use permit can be applied for with or without associated remodeling. Once the permit is issued and all necessary inspections are finalized, a Certificate of Occupancy will be issued

- **How to Get Started?**

- Use CFW Permit Assist: [CFW Permit Assist \(fortworthtexas.gov\)](http://fortworthtexas.gov)

- This platform simplifies the permit discovery process and provides applicants with zoning and permitting information for project planning

- **Who Can Help?**

- Make an Appointment: Schedule an appointment [via the Qless scheduling system](#)

- The City recognizes that sometimes the understanding and compliance with code regulations can be challenging. For that reason, free consultation meetings are offered

- Small Business Liaison Service: 817-392-1732

- Whether it's a new business or an established business, the City of Fort Worth wants to partner with small businesses. This small business facilitation service provides customers with a dedicated liaison for construction or building occupancy-related permitting assistance.

- **How Long Will It Take?**

- Utilize the Walk-In Permitting Team:

- Certain small building projects and occupancy permits can be done on the same day of application with express assistance of the Walk-In Permit Team. This program is for occupancy and remodel projects in existing buildings that do not require multiple departmental reviews, are not changing the use from the previously approved use of the building, and that are less than 6,000 square feet

For additional information, please visit the City's [small business permit procedures](#).

Development Timeframes

Below are the approximate timelines customers can expect to receive staff's initial comments, referred to as **first review comments**. Please note that some reviews can be accomplished parallel to other reviews within the City's development process.

Pre-Development Conference (PDC)

- 4-6 weeks from receipt of all required application materials

Neighborhood Empowerment Zone (NEZ) Certification

- 14-21 business days from receipt of a complete application

Urban Forestry

- 7 business days

Land Use and Zoning Reviews

- **Zoning Change**
 - 3 months from the monthly application deadline
- **Zoning Variance**
 - 1.5 months to process, depending on when the application is submitted
- **Downtown Design Review Board (DDRB)**
 - **Administrative Review:** Less than 10 days
 - **Board Review:** 21 calendar days, or more, depending on when application is submitted
- **Preservation and Design Review**
 - **Administrative Review:** Less than 5 days
 - **Board/Commission Review:** 21 calendar days, or more, depending on when application is submitted

Plat Related Reviews

- **Drainage Study:** 10 business day review cycle
- **Water and/or Sewer Study:** 10 business days from receipt
- **Traffic Impact Study:** 10 business days from receipt of the Traffic Impact Analysis (TIA)
- **Floodplain Study:** 15 business day review cycle
- **Floodplain Development Permit:** 15 business day review cycle
- **CLOMR/LOMR:** 270 calendar days; City review is 15 business days
- **Corridor Development Certificate:** Varies, dependent on the U.S. Army Corps of Engineers
- **Park Plan/Fee In-Lieu:** 12-16 weeks after ordering a Fair Market Appraisal through Housing and Economic Development Department's Real Property Division

Platting

- **Concept Plan:** 3 weeks after application is accepted for first review comments. Approval following the City Plan Commission meeting (normally 30 days after original application has been accepted)
- **Preliminary Plat:** 3 weeks after application is accepted for first review comments. Preliminary Plat approval by City Plan Commission is required for Subdivision Ordinance waiver request
- **Final Plat:** 3 weeks after application is accepted for first review comments. The City will provide a decision on the plat application within 30-days of the application acceptance (*i.e. approval, conditional approval, denial*). Approval based on how quickly comments are addressed and revisions submitted
- **Minor Plat:** 3 weeks after application is accepted for first review comments. The City will provide a decision on the plat application within 30 days of the application acceptance (*i.e. approval,*

conditional approval, denial). Approval based on how quickly comments are addressed and revisions submitted

Infrastructure Plan Review Center (IPRC)

- **Pre-Submittal Conference Requests:** 7 days after the submission date
- **30-Day Shot Clock Reviews:** 16 days after filing application date
- **15-Day Shot Clock Reviews:** 8 days after filing application date
- **Post-Submittal Meetings:** Requests are accepted any time after the project has gone through the City Plan Commission hearing

Note: Construction Plan Reviews will no longer be heard by the City Plan Commission. That authority has been delegated to the Director's Designee for Construction Plan Approval with the exception of Subdivision Ordinance Waivers. All Subdivision Ordinance Waivers will still need to be heard by the City Plan Commission.

Community Facilities Agreements (CFA)

- **Application Processing**
 - 5 days to be accepted; Dependent upon receipt of all application items.
- **CFA without City Participation**
 - 2 to 4 weeks for processing. CFA's without City participation are referred to as either *Standard* or *Express* CFA agreements, and completion is dependent on how quickly comments are addressed and revisions submitted
- **CFA with City Participation Funds:**
 - **Administrative Approval:** 4-6 weeks; If under \$100,000, this can be done as an administrative approval, removing the need for City Council approval
 - **City Council Approval:** 45-60 days; If over \$100,000, council approval is required when City participation funds are involved in the construction. Additional days dependent upon council dates

Building Permits

- **Commercial:** 7 business days
- **Residential:** 7 business days

Grading Permits

- 10 business days

Fire Permits

- **Above Ground Fuel Tank:** 3-5 business days
- **Access Control:** 3-5 business days
- **Fire Sprinkler:** 3-5 business days
- **Alarm Permit:** 3-5 business days
- **Hazardous Materials Facility Permit:** 3-5 business days
- **Kitchen Hood Fire Suppression Permit:** 3-5 business days
- **Smoke Control/Exhaust Permit:** 3-5 business days



- **Standpipe Permit:** 3-5 business days
- **Flammable and Combustible Liquids Construction Permit:** 3-5 business days
- **All Inspections:** 2-5 business days

Sign Permits

- **Sign:** 5 business days
- **Unified Sign Agreement Plan Review:** 7-10 business days. Once all comments have been resolved, the agreement will be executed within 3 weeks
- **Plan Review:** 7 business days
- **Inspections:** Inspection requests received by 5 a.m. will be placed on that day's inspection list. Any inspections that didn't get done, will be first on the following day's list. Those received after 5 a.m. will be placed on the next day's list.

Permanent Encroachment Agreement

- **Administrative:** 5 business days for first plan review comments. The entire contract agreement will be executed within 2-3 weeks
- **Council Approval:** 6-8-week process. First review comments within 5 business days. Once all comments have been addressed, a Mayor and Council report will be drafted and routed for approval by the council

Temporary Encroachment Permits (roadway and street closures)

- 3-5 business days from receipt of application. Subject to thorough review from Transportation and Public Works (TPW) Department



Pre-Development Conferences (PDC)

Pre-Development Conferences (PDCs) are offered to applicants to learn more about the City's development policies and procedures. These meetings are not a requirement, but are meant to be a useful resource, designed to help all parties involved with project due diligence.

About PDC's

The meetings will give customers the opportunity to uncover potential issues that a commercial, or residential, project may encounter prior to submitting a permit application. Representatives from the City of Fort Worth development-related departments such as Transportation Development Services, Water Development Services, Development Services, and Fire, will evaluate the projects ability to achieve code requirements and support the development team with project planning.

Meeting Format

- 30 minutes: Free
- 1 hour: \$250
- All meetings are virtual, hosted on WebEx

PDC Schedule

Meetings are hosted as follows:

- Mondays, 1-2 p.m.
- Tuesdays, 3-4 p.m.
- Thursdays, 9 a.m.-12 p.m.

How to Request a PDC Meeting

- Submit a complete request form and a conceptual site plan or schematic. For more information, please visit the City's [Pre-Development Information](#)



Development Incentives

Neighborhood Empowerment Zones (NEZ)

The City of Fort Worth has established Neighborhood Empowerment Zones (NEZ) throughout the City. Authorized by Chapter 378 of the Texas Local Government Code, a municipality has the ability to create NEZ zones that offer tax abatements and other incentives to promote:

- affordable housing,
- economic development, and
- to improve the quality of social services, education, or public safety for residents of the NEZ.

NEZ Eligibility

The prerequisite qualifications for NEZ eligibility include:

- The property/project must be located within a NEZ
- Owner/developer must submit a complete NEZ application to the City of Fort Worth
- Owner/developer must not be delinquent in paying property taxes for any property owned within the City of Fort Worth
- Owner/developer must not have any City liens filed against any property owned by them in the City of Fort Worth
- Rehabilitation projects must equal 30% of the TAD appraised value of the improvements
- New construction or rehabilitation projects must be a habitable structure requiring a permanent foundation. This excludes accessory structures such as sheds, incidental out buildings and detached garages

Ineligible projects within NEZs:

- Sexually Oriented Businesses
- Non-residential mobile structures
- Stand-alone bars (bars as part of a mixed-use project may apply for NEZ incentives)
- Single-family investor owned projects
- Package stores or liquor stores
- Projects to be constructed on property purchased or to be purchased under contract for deed

NEZ Incentive Types

- Municipal Property tax abatement
- Fee waivers
 - All Building permit fees
 - Plat application fees
 - Board of Adjustment application fee
 - Demolition fee
 - Structural moving fee
 - Community Facility Agreement (CFA) application fee
 - Zoning application fee
 - Street and utility easement vacation application fee
 - Ordinance Inspection fee
 - Consent/Encroachment Agreement application fee
 - Transportation Impact fee
 - Urban Forestry Application fee
 - Sign Permit fees
- Water and Wastewater Impact Fee waivers
- Release of some City liens

Application Fees

- Applicants applying for any NEZ incentives must complete and submit a City of Fort Worth NEZ incentive application and pay the non-refundable \$25 application fee
- For residential Tax Abatements, the application fee is \$100 for each single-family residential unit
- The application fee for multi-family, commercial, industrial, community facilities and mixed-use development projects is one-half of one percent (0.5%) of the proposed Project's Capital Investment, with a \$200 minimum, not to exceed \$2,000

Timelines

- The NEZ certification takes approximately 14-21 business days from the receipt of a complete application packet. The certification process includes checking taxes and liens, completing the public notification requirement and checking plans to be sure the project meets design guidelines.
- All requests for tax abatements are processed after NEZ project certification and must go before the City Council for a vote.
- Applications requesting tax abatements may not submit for a building permit until the abatement has been approved by the City Council and the applicant has signed a contract

Design Guidelines

- No metal buildings except for industrial projects
- All new construction projects must contain 70% masonry product
- Exceptions to the masonry product requirement will be made for approved plans within all Local Historic Districts, and the following Urban Design Districts:
 - Near Southside
 - Camp Bowie
 - Stockyards
- Applicants must provide a Certificate of Appropriateness and supporting documentation for a project with their completed NEZ application. This exemption applies only to the masonry product requirement. All other design guidelines must be followed. Compliance with design guidelines for Council adopted NEZ Strategic Plans is required for certification
- Attached garages for new single-family homes may not extend more than 4-feet past the front building wall



Economic Development Incentives

Chapter 380 Grants and Tax Abatement

Based on Chapter 312 of the Texas Local Government Code, the City of Fort Worth may award development projects a Tax Abatement based on the value that the development adds to the property.



Likewise, Chapter 380 of the Texas Local Government Code allows the Fort Worth City Council to establish and administer programs that promote economic development. These programs can provide grants or loans or public money, or provide support through City services and personnel, in the interest of helping improve Fort Worth's economic vitality and increase its competitiveness.

However, there are certain guidelines that projects must meet in order to be eligible for either a Tax Abatement or a Chapter 380 grant.

Eligibility Overview

While all eligible applications will be considered, the City of Fort Worth is especially interested in supporting projects that produce a meaningful impact on the City and its economy, and result in one or more of the following:

- Growth of business activity, employment or investment in one of Fort Worth's target industries
- Significant investment, including the creation of high-wage jobs and a willingness to be part of strategic revitalization efforts in key areas of Fort Worth
- Retaining or expanding one of Fort Worth's existing major employers, or anchoring a business expansion project that provides potential for more supply chain activity and additional growth

Both Tax Abatements and Chapter 380 grants require recipients to commit to using certified BEF (M/WBE) companies for a minimum of 15% of all construction costs (both hard and soft), and projects may be subject to certain other requirements, such as the inclusion of affordable housing. Eligible projects can also receive other non-cash incentives such as expedited permitting.

Tax Increment Financing

Tax Increment Financing (TIF) districts are an economic development tool that supports infrastructure improvements within a defined "reinvestment zone" to promote new development or redevelopment in the area. TIF districts help finance public improvements, like streets or sidewalks, without increasing taxes on City residents or diverting existing public funds from other public services. Through the use of TIF resources and the public improvements they finance, real estate development, revitalization efforts, and other strategic objectives are advanced.

Public Improvement Districts (PIDs)

Public Improvement Districts (PIDs) are defined geographical areas established to provide specific types of improvements or maintenance which are financed by assessments against the property owners within the area. PIDs provide the City with a development tool that allocates costs according to the benefits received. A PID can provide funding for supplemental services and improvements that meet the needs of the community that could not otherwise be constructed or provided. Chapter 372 of the Texas Local Government Code authorizes the creation of PIDs by cities. The owners of the properties in the defined

PID area can request the City to form a PID through a petition which may include the establishment of an Advisory Body. Once an Advisory Body is established, the property owners within the PID have control over the types of improvements, level of maintenance, and number of assessments to be levied against the property owners.

Enterprise Zone Program

Enterprise Zones offer local and state tax benefits for new and expanding businesses in economically distressed areas. Benefits include State Sales and Use Tax refunds and Franchise Tax reductions or credits. Approved projects in Enterprise Zones must commit to create or retain permanent jobs, make capital investment in the zone, fill at least 25% of its new jobs with individuals who are economically disadvantaged or residents within the zone, and maintain an agreed upon number of jobs for at least three years.

Small Business Support

The organizations at the Fort Worth Business Assistance Center provide the framework to cultivate the next generation of entrepreneurs, create a robust pipeline of micro-enterprises and provide growth opportunities for established small businesses. These organizations identify specific initiatives to address the challenges faced by business owners in Fort Worth, and partner with other organizations to provide services that include:

- Access to the City's Economic Development programs
- Assistance with emerging businesses' growth
- Specialized assistance in understanding financial statements, start-up counseling, business planning development and access to capital

Full-Strength Fort Worth

The Full-Strength Fort Worth framework has been introduced to focus the City's economic and community vitality efforts to create a more equitable Fort Worth – specifically in key business corridors that serve at the heart of their communities.

The Full-Strength Fort Worth framework encourages both public and private investment, combining the expertise of local and national partners to create a comprehensive revitalization toolkit that will help the City become a leader in creating vibrant communities where everyone can thrive.

The Full-Strength Fort Worth's Revitalization Toolkit also allows for a customized, tailored approach towards development in each community, so that each solution can be as unique as the community itself. Its structure aligns key partners, resources, and neighborhood leaders towards a new vision — a vision of Fort Worth where all of its neighborhoods are celebrated as equitable drivers of economic change, allowing the City to compete at full-strength for businesses, resources and top talent.

The initiative is further supported by the recent refresh of the City's Economic Development Strategic Plan, which strongly encourages equity-focused initiatives that also strengthen the local economy.



CDFI Friendly Fort Worth

CDFI Friendly Fort Worth increases access to affordable financing options in the City through collaborations with community development financial institutions (CDFIs) that specialize in providing flexible and affordable financing and support to small business owners, affordable housing developers, commercial real estate developers, consumers and nonprofits in historically underserved communities.



Neighborhood Empowerment Zones (NEZ)

Neighborhood Empowerment Zones (NEZ) promote housing, economic development and quality services in Fort Worth central city. These special districts enable investors, homeowners, and developers to receive a broad package of support designed to make investment in key central city neighborhoods easier and more financially competitive.

Municipal property tax abatements, fee waivers, and release of city liens may be available to property owners who build or rehabilitate property within a NEZ. These incentives are designed to promote affordable housing, economic development, and expanded services. For additional information, please visit the chapter for NEZs within the Commercial Development Guide.

Municipal property tax abatements, fee waivers, and release of city liens may be available to property owners who build or rehabilitate property within a NEZ. These incentives are designed to promote affordable housing, economic development, and expanded services. For additional information, please visit the chapter for NEZs within the Commercial Development Guide.

Request for Expression of Interest (RFEI)

An Request for Expression of Interest (RFEI), gives developers an opportunity to express their interest in developing available sites in the City. This includes submitting their overall vision for the property if they're chosen as the location's master developer. Developer responses are scored by a committee of community stakeholders, and the top responses will be shared for public comment before the final proposal is selected.

Opportunity Zones

The Opportunity Zones program is a federal tax benefit that encourages private investment in certain state-designated zones. Benefits to an investor's federal income tax is earned through reinvestment of capital gains into qualified projects. The overall aim of the program is to draw investment to otherwise overlooked opportunities in generally low-income census tracts.

Urban Villages

Urban Villages are small geographic areas (usually one square mile) zoned for dense, multiple-use development that is mass-transit and pedestrian-friendly.



Parks, businesses, entertainment, homes and stores – all within walking distance of each other in an area with a consistent look and feel that emphasizes the culture and heritage of those who call it home. A city within a city. The city of Fort Worth is working with developers, business groups and neighborhood associations to revitalize older commercial districts using capital improvements, mixed-use zoning and economic incentives to help urban villages throughout the central city.

Facade Improvement Program

Fort Worth is helping local businesses in eligible areas improve their curb appeal with the storefront/façade improvement program. The program promotes commercial revitalization and economic development in ten eligible areas throughout Fort Worth. Projects must be located in the Community Development Block Grant (CDBG) eligible urban villages and include private investment.

Brownfield Development

Fort Worth's Brownfields Economic Redevelopment Program encourages the redevelopment of economically distressed areas in Fort Worth through the integration of environmental assessment, remediation and education. Projects may be eligible to receive support toward Phase I or Phase II environmental reports or loans for site remediation.

Historic Site Tax Exemption

A property is eligible to participate in the Historic Site Tax Exemption (HSTE) program if a property owner undertakes a substantial rehabilitation project to a property is individually designated or a contributing structure within a historic district. The Tax Exemption freezes the assessed valuations of the land and improvements at the pre-renovation values for the purpose of assessing city taxes. The exemption period is 10-years.

Programs and Support

For additional information on the programs listed above, please visit the City's [Economic Development Department](#).



Urban Forestry

The Urban Forestry Ordinance was adopted to limit removal of the tree canopy within the City, promote a multi-aged urban forest, and to protect the public health, safety and general welfare of the citizens of Fort Worth. To accomplish these objectives, the ordinance requires both the preservation of existing tree canopy and the planting of new trees. Incentives are provided for the preservation of healthy mature trees due to the ecological, environmental, and aesthetic benefits these trees provide. New tree plantings are essential to ensure continuity and provide future benefits to the citizens of Fort Worth.

Urban Forestry permits are required for new construction, building expansions, or additions. Permits are also required for clearing, grading, and paving, including construction or reconstruction of parking lots. An Urban Forestry permit is required for remodel permits if the project includes additional parking or other pavement. Additionally, an Urban Forestry permit is required prior to removal of any tree 6 inches or larger in diameter.

To learn more about Urban Forestry, please visit: [Fort Worth Urban Forestry Management](#)



Land Use and Zoning

Comprehensive Plan

The Comprehensive Plan is the City of Fort Worth's official guide for making decisions about growth and development. The Plan is a summary of the goals, objectives, policies, strategies, programs, and projects that will enable the City to achieve its mission of *focusing on the future, working together to build strong neighborhoods, develop a sound economy, foster a healthy environment and provide a safe community.*



The Texas Local Government Code establishes the legal basis for the comprehensive plan. The code states that a municipality may adopt a comprehensive plan for long-range development. If a City adopts a comprehensive plan, it must be used as the basis of subsequent zoning amendments. The comprehensive plan is described as a plan for the orderly growth and development of the City and its environs.

The City uses the Comprehensive Plan as a guide for decisions when:

- Creating and implementing special purpose plans, such as the Citywide Historic Preservation Plan, Gateway Park Master Plan, Lake Worth Vision Plan, Economic Development Strategic Plan, Public Art Master Plan, and Water & Sewer Master Plans
- Identifying budget priorities
- Preparing the capital improvement program
- Informing the annexation program
- Establishing development standards
- Reviewing zoning and subdivision cases

Useful Links:

- City of Fort Worth's 2022 [Comprehensive Plan](#)
- City of Fort Worth's [Interactive Land Use map](#)
- City of Fort Worth's [Future Land Use Map](#)

Zoning Districts

The City promotes orderly growth and land use while protecting existing property owners by grouping together compatible development — a practice known as zoning.

Before land is developed in the City, it must be zoned and platted. Property in the City's extraterritorial jurisdiction (ETJ) is subject to platting and stormwater. The Zoning Commission reviews all zoning requests to provide recommendation for City Council, who will approve or deny the request.

The Zoning regulations and districts have been adopted in accordance with the [Comprehensive Plan](#) and have been designed to:

- Lessen traffic congestion
- Provide safety from fire, panic, and other dangers
- Provide adequate light and air
- Prevent the overcrowding of land
- Avoid the undue concentration of population
- Provide and facilitate adequate provisions for transportation, water, sewerage, schools, parks, and other public requirements

Useful Links:

- City of Fort Worth [Zoning categories](#)
- City of Fort Worth's Zoning requirements in the [Zoning Ordinance](#)
- City of Fort Worth [Zoning Map](#) for information when determining zoning for the property

Overlay Zoning Districts

Historic District

A historic district is a type of overlay zoning, and in some instances is base zoning. It is typically a defined area or neighborhood with a common theme based on architectural style, historical



development patterns, cultural identity, or social and economic historical patterns. The purpose of a historic district is to preserve and perpetuate the character and identity of an area for the use and enjoyment of future generations. Historic designation can also apply to individual properties. Design standards and guidelines apply to property with historic designation.

Properties with "HC" historic designations are eligible for a 10-year tax freeze (tax abatement) on City property tax when the renovation is greater than, or equal to, 30% of the assessed improvement value. For additional information, visit the City's Economic Development website about [Tax Abatements](#). To review the regulations, please view the City's [Historic Districts](#) website.

Design District

A design district is a type of overlay zoning with design standards and guidelines. For a list of design districts and their guidelines, please visit the City's [Urban Design Districts and Overlays](#).



Airport Overlay District

Fort Worth is creating airport overlay districts around the Naval Air Station Fort Worth Joint Reserve Base, the municipal airports (Alliance, Meacham and Spinks), and the southern portion of DFW International Airport. Within some airport overlay districts, compatible use zones will restrict land uses for properties located beyond the ends of the runways.



Utilizing the Zoning Map for Overlay Districts

To determine if the property is located within any of the overlay districts, please access the City's [zoning map](#) and enter the property address. The table on the left-hand side contains different layers that can be turned on/off.

Certificate of Appropriateness (COA)

For Historic, Urban Design and Overlay Districts, before applying for a building permit, a Certificate of Appropriateness (COA) must be obtained. All projects within districts must be reviewed by the Urban Design Staff or Commission. Such projects include, but are not limited to:

- Construction of a new structure
- Expansion of an existing structure
- Construction of a surface parking lot
- The installation and alteration of permanent signs, banners, window signs, and temporary signs
- Installation or alteration of awnings or canopies
- Installation or alteration of sidewalk areas, including the installation of trees, planters, and other items affecting the walkway area lighting fixtures

Application and Review Process

The Urban Design Commission (UDC) meets once a month. To have a case placed on the agenda, a complete application form must be submitted by the fourth Monday of the month. Once staff has determined that the application is complete, the case will be placed on the next available UDC agenda if necessary. Staff will schedule a meeting to review the design and suggest any necessary modifications. Staff will then mail a notice of the hearing, an agenda, and a copy of the applicable staff report. If approved, staff will mail a decision letter and a copy of the Certificate of Appropriateness following the hearing.



- For additional information, visit the City's [Urban Design and Overlay Districts](#)
- To apply for the COA, fill out the Urban Design Commission [application](#) and upload documents online via the City's online permitting system, [Accela](#). For assistance applying, City [instructions](#) can help
- Urban Design Commission [meeting dates and application deadlines](#)
- View the [Urban Design Commission meeting agenda](#)

Zoning Change Process

Sometimes a Zoning Change has to be requested when a particular land use proposal for a property does not adhere to City Zoning Regulations.

To apply for a Zoning Change, the following should be done:

- Schedule a Pre-Development Conference (Optional)
- Complete the City of Fort Worth [Zoning Change Application](#)
- Upload the completed application, and all supporting documents listed on the application, online via the City's permitting system, [Accela](#)



What else to know:

- Zoning staff sends courtesy notices to all [neighborhood organizations registered with the City](#) that are located within ½ mile of the subject area
- If a neighborhood does not have an organization, or the organization is not registered, please contact the [Community Engagement Office](#)
- Zoning staff sends legal notices to landowners within 300 feet of property to be rezoned
- A public hearing is held during the Zoning Commission meeting. The Zoning Commission only provides a recommendation to City Council
- City Council holds a public hearing the following month for, approval or denial, of the Zoning Change request



If the City Council has denied a proposal, or if the applicant has withdrawn the proposal at the Zoning Commission meeting after the giving of public notice, no new applications of a like nature shall be accepted by the City or scheduled for hearing by the Zoning Commission within a period of 12 months from the date of Council denial or applicant's withdrawal.

Zoning Variances and Special Exceptions

If a proposed structure does not comply with zoning development standards, such as height or setback, then a zoning variance may be requested from the Board of Adjustment. If a proposed use is allowed only by special exception within certain zoning districts, then a special exception may be requested from the Board of Adjustment. All decisions by the Board of Adjustment are final, subject only to review by the county or district courts. For more information about the application process, please visit the City's [Board of Adjustment](#).

Platting – Subdividing Land

Before land can be developed, it must be properly platted. A plat is a map of a piece of land identifying the location and boundaries of street rights-of-way, individual lots and blocks, and other information. The plat shows features such as lot lines, utility easements, setback lines, land dedicated for public use (e.g. streets and parks), ownership, and metes and bounds (boundary dimensions) among other things. Plats must be prepared by surveyors registered with the State of Texas, and must be signed by the property owner. [Texas Local Government Code, Chapter 212](#), contains the state law governing the approval of plats.

A recorded plat is required in order to get a building permit for land within the City. Plats are recorded and maintained at the pertinent county courthouse. A tax certificate showing that all property taxes have been paid must be submitted before a final plat can be filed. Once the final plat is approved, the plat is recorded in the pertinent county courthouse.

Visit the City's [Platting](#) website for additional information on the platting submittal requirements and list of plat types.

Please visit the City's [Subdivision Ordinance](#) for additional assistance.

Plat-Related Requirements

- [Stormwater Management Plan](#) – see the Stormwater Management Plan section of this guide for more information.
- [Park Dedication](#) - New residential projects may need to dedicate park land with the plat or pay fees in-lieu of dedication. See the City's [Park Dedication Policy](#)
- [Traffic Impact Study \(TIS\)](#) - may be required to approve a plat. This analysis includes information on off-site access, on-site circulation, existing and projected traffic volumes, and traffic control devices. See the City's [Transportation engineering manual](#)
- [Community Facilities Agreement \(CFA\)](#) - If streets, water and sewer, or stormwater systems need to be constructed, then a CFA is required. A final plat cannot be recorded until after the CFA is executed. Please see the Community Facilities Agreement section of this guide for more information, or visit the [CFA website](#)
- [Tax Certificate](#) – A Tax Certificate showing that all property taxes have been paid must be submitted before a final plat can be filed. Once the final plat is approved, the plat is recorded in the pertinent county courthouse.

Additional Platting Information:

Many plat application types are reviewed administratively. The City's goal is to provide all comments within three weeks of receiving a completed plat application. Certain plats - including some concept plans, preliminary plats, and ordinance waivers - require approval by the City Plan Commission.

The City Plan Commission meets the second and fourth Wednesday, every month, in the Council Chambers. A prior work session is typically held at noon in the Pre-Council Chamber. City Plan Commission has the final approval authority for subdivision plats.

Transportation

Traffic Impact Analysis (TIA)

As Fort Worth continues to develop and grow, more vehicle traffic utilizes the City's roadway and traffic concerns become more prevalent. Development or redevelopment of an area could trigger required improvements to ensure traffic continues to operate safely and efficiently. A Traffic Impact Analysis (TIA) may be required, which details the project's contribution to current traffic conditions in a defined study area. Additionally, the TIA will verify whether or not the project will generate traffic that would warrant improvements. The department may request that a TIA worksheet be completed to verify the amount of traffic the project could generate.

Transportation Impact Fees

Transportation Impact Fees are charges assessed by local governments on new development projects to help fund transportation capacity improvements that will be needed as development occurs in Fort Worth. The fee is paid at the time of the building permit. Fort Worth is divided into different service areas, and the fees vary across each service area.

- To determine the fee area, please visit [One Address](#)
- To estimate the impact fee and locate pertinent documents, please visit the City's [Transportation Impact Fees](#) department



Exactions (Rough Proportionality)

Exactions are assessed by local governments on new development projects to ensure that improvements are “reasonably related” and “roughly proportionate” to the estimated impact of new development. This assessment may be required to provide or fund localized transportation improvements in order to mitigate impacts to adjacent right of ways or the overall transportation system. Exactions must meet the nexus and rough proportionality requirements in state and federal law.

Parkway and Street Use Permits

- Parkway includes the driveway approach, sidewalk, curb, and handicap ramp
- Parkway permits are required for any work done in the City's right-of-way
- A contractor that is licensed and bonded with the City must obtain the permit
- Individual property owners are not allowed to do the work themselves. They must hire a contractor to do the work

Please visit the City's [Transportation & Public Works](#) department for additional information.

Stormwater Management

When rain hits any hard surface, such as a roof or driveway, it can't soak into the ground so it runs off the property. Uncontrolled runoff can lead to flooding, erosion, and pollution problems. It is the City's job to help control this runoff through stormwater management.

On September 1, 2019, House Bill 3167 (H.B. 3167) nicknamed the "shot clock bill" became effective. H.B. 3167 requires all Texas cities and counties to approve plat applications and public infrastructure construction plans (either associated with the subdivision plat or not) in 30 days. As of result, the City of Fort Worth requires a Stormwater Drainage Study to support development



applications for Concept Plans, Preliminary Plat, Final Plat, IPRC or Grading Permits.

The City of Fort Worth 2015 Stormwater Criteria Manual has been prepared to provide guidance so that new development does not contribute to flooding, erosion, and water pollution problems. For additional information, please visit the City's [Stormwater Criteria Manual](#).

A Stormwater Drainage Study must be accepted before the submittal of a concept plan, Preliminary Plan, Final Plat, Infrastructure Plans to IPRC, or Commercial Grading Permit.

Please visit [Stormwater Management](#) for additional information.

Development in Floodplain

Under the City's Floodplain Ordinance, the staff manages the Federal Emergency Management Area (FEMA) floodplains and reviews development applications for compliance with applicable FEMA and National Flood Insurance Programs (NFIP) regulations. The zoning ordinance, Floodplain Provisions Ordinance, and the International Building Codes have special provisions regulating construction and other developments within floodplains. Land disturbance in the floodplain will require local and state permits. A Flood Study is often required before a floodplain development permit application can be reviewed. Contact the City of Fort Worth's Development Services Department at sds@fortworthtexas.gov or 817-392-2222 for advice before building, filling, or developing in a floodplain. To learn more, please visit the City's [Floodplain Management and Regulations](#).

Stormwater Facilities Maintenance Agreement (SWFMA)

If the Stormwater drainage study conducted by the civil engineer of record determines that a detention facility is required to mitigate stormwater impacts resulting from the land disturbance or project development, then a SWFMA must be executed before the department will approve any grading or building associated with the project.

Grading Permits

The City Council adopted a Grading Ordinance on June 5, 2012, after a series of reviews with stakeholders. Major features include:

- Land disturbance of one acre or more will require an approved Grading Permit
- Single-family and residential building permit applicants will be required to provide lot grading patterns. Non-standard (other than HUD) patterns will be subject to review. No fee will be charged for this requirement



A grading permit is required before any earthmoving or land-disturbing activities. A completed application signed, and sealed plan sheets (site, grading, and utility plans), Storm Water Pollution Prevention Plan (SWPPP), and associated fees are required for the grading permit. Staff can provide a guidance document for grading permit submittals upon request.

- Grading Permits can be applied online via the City's online permitting system, [Accela](#)
- For additional information about grading permits, please visit the City's [Grading Permit Process](#)
- To obtain the grading permit application and checklist please utilize the City's [Grading Application](#)

Erosion and Pollution Control

Environmental Quality is a division within the Code Compliance Department that provides City



residents with programs, services, and technical guidance to protect public health, properties, and natural resources. The Environmental Quality team is committed to promoting active environmental stewardship practices and behaviors through compliance, pollution preventions, and sustainability.

The Texas Commission on Environmental Quality (TCEQ) has developed requirements for construction sites that disturb one or more acre of land or a common plan of development that will disturb one or more acre of land. These regulations require construction sites to comply

with the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit. These sites are also required to get a grading permit through the City of Fort Worth.

- A Storm Water Permit issued by TCEQ is required when a construction site is greater than one acre or more
- If the site qualifies for a TCEQ Storm Water Permit, then a Storm Water Pollution Prevention Plan (SWPPP) must be developed for the construction site prior to the commencement of earth disturbing activities
- If the site is greater than five acres or part of a common land plan of development, a Notice of Intent (NOI) must be completed with TCEQ and a copy sent to Environmental Quality prior to the commencement of earth disturbing activities
- Environmental Quality will perform periodic inspections of the construction site for compliance with the Stormwater Pollution Prevention Plan (SWPPP), per TCEQ and City ordinance requirements



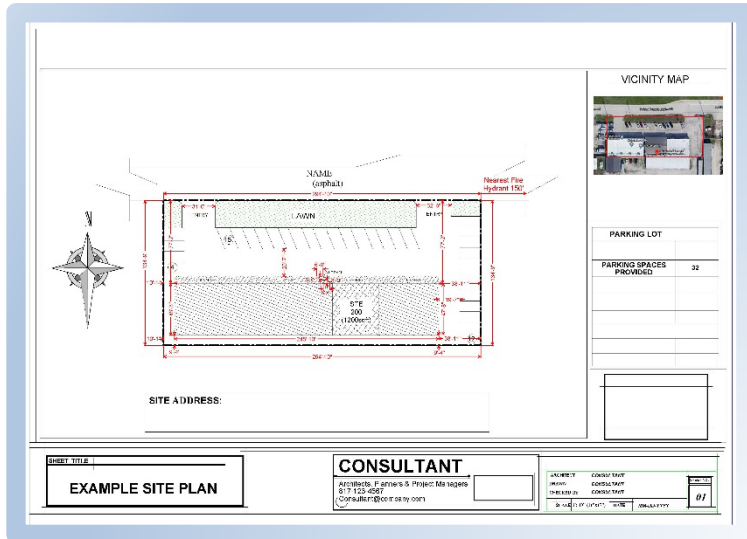
A completed SWPPP and appropriate permits are required prior to grading permit approval by Environmental Quality. For more information about Environmental Quality checklists and documents, please email constructionstormwater@fortworthtexas.gov or visit the [City of Fort Worth Environmental Quality and Construction](#).

Infrastructure Plan Review Center (IPRC)

During the plat review process, the City's IPRC may require the construction of public infrastructure to service the planned subdivision as a condition of the plat's approval. The engineering design for those required public improvements must be reviewed through the Infrastructure Plan Review Center. IPRC provides an interdepartmental and utility coordination function, allowing a single point

of contact to minimize and coordinate conflicts during plan review and construction.

IPRC is responsible for the project management of all new public infrastructure improvements associated with residential, commercial, and industrial development. This role includes preliminary and final plan review, contract specification review, easement document review, plan approval, and coordination with the developer's engineer during the construction phase of the project.



Developers/consultants are encouraged

to schedule a Pre-Development Conference (PDC) to discuss possible issues, and ask questions, relative to the new development project. Projects that have had a PDC should schedule a pre-submittal conference meeting with IPRC.

Pre-Submittal Conferences

Pre-submittal conferences are optional. These conferences provide an opportunity for construction plans to be reviewed and discussed by staff before submitting a formal 30-Day Shot Clock application. Construction Plan applications will no longer be heard at City Plan Commission (CPC) meetings. That authority has been delegated to the Director's Designee for Construction Plan Approval, with the exception of Subdivision Ordinance Waivers. All Subdivision Ordinance Waivers will still need to be heard by the City Plan Commission.

Post-Submittal Meetings

IPRC offers post-submittal meetings as well, following disapproval or conditional approval of construction plans. Applicants requesting a pre-submittal or post-submittal meeting must sign the Consultant Pre-Submittal Waiver Form agreeing that the meeting does not constitute a formal application submittal. IPRC application submittal filing dates for CPC follow the same calendar as the Plat applications (*please see page 23 in the guide*).

For more information about forms, procedures, and requirements, please visit the City's [Infrastructure Plan Review Center](#) website.

Community Facilities Agreements (CFA)

A Community Facility Agreement (CFA) is a contract between the City and the property owner. It is executed following preliminary plat approval, and prior to final plat approval, and may require City Council approval. A CFA is required when public infrastructure is constructed by a private developer. Public infrastructure components include street improvements, traffic signals, street lights, street name signs, storm drains, water lines, sewer lines, and park facilities.

Infrastructure Plan Review Center (IPRC) is responsible for managing the design and construction of Community Facilities on behalf of the City. Once a project receives an IPRC project number, the project is eligible to start the CFA application process. Customers can submit preliminary documents while the project is awaiting IPRC review and City Plan Commission (CPC) approval. Once the civil/construction plans for public improvements have been reviewed and approved by IPRC and CPC, a CFA must be executed to guarantee the construction and ensure they are constructed in accordance with City standards. There is a document review prior to the CFA being executed, to ensure that all required documentation is included in the CFA.

What is required

For the CFA Office to accept an application, please provide:

- CFA initiation form
- Application fee payment
- Proposed project costs for each infrastructure piece
- Signature Authority form (authorization for the developer's designee to be able to sign on behalf of the entity)
- Preliminary exhibits

CFA Fees

Fees for a CFA application include:

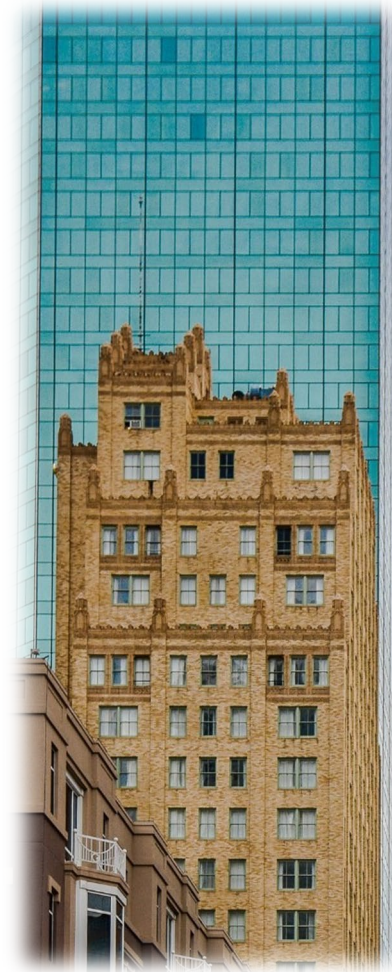
- Application fee
- Amendment fee (if needed)

Executing a CFA

For the CFA Office to route an application for execution:

- Developer approved draft the staff provided for the project
- Payment of the Material Testing, Admin and Lab fees
- A financial guarantee for the project (see Ordinance section 9-309)

For additional information, please visit the City's [CFA Ordinance](#) and visit the [CFA](#) department website.



Water and Sewer

The Water Department is responsible for providing safe and reliable water and wastewater service with environmental integrity in the City of Fort Worth. The system serves more than 1.2 million people in Fort Worth and surrounding areas, which includes 30 water wholesale customers, 23 wastewater wholesale wastewater customers, and three wholesale reclaimed water customers.

In order to connect to the City’s water, wastewater, or reclaim system, the property must be platted, located within the City’s limits, and be located within the current Certificates of Convenience and Necessity (CCN). The developer will have an engineer or architect prepare a site plan and evaluate existing utility availability. The Water Department will determine if extensions will be required from the existing system and if water or sewer studies will be required before submitting plat applications, new building permits, or documents for the IPRC and CFA processes.

It is highly recommended to schedule a PDC or contact the Water Department to discuss concerns regarding water and sewer services. The Water Department participates in the PDCs regularly and can provide an initial indication of requirements before moving forward with the project. Additionally, in May 2019, the Water Department adopted a new installation policy and design criteria for the City’s public utility system. The manual will assist engineers with procedures and standards in preparing the design.

Note: The construction of public water and sewer facilities to serve the property could be subject to the previously described Infrastructure Plan Review and CFA processes.

Information for new development requiring a water and/or sewer extension, visit the City’s [Water Department](#).

Utility Site Installation

Once the developer’s engineer, or the City’s Water Department, determines that the project requires line extensions or relocations, taps, or manholes, the next step is to inform the Water Department. They will decide if the City, or the customer, will be responsible for installation. The City can install taps and lines via Ordinance (Field Ops) or Miscellaneous Project.

Utility Site Installation List			
	Ordinance	Miscellaneous Projects	CFA
Water Tap Sizes (1 inch, 1.5 inches or 2 inches)			
Sanitary Sewer Tap Sizes and Manholes (4 or 6 inches) *			
Water Tap Sizes 3 inches or Larger			
Sanitary Sewer Tap Sizes & Manholes (8 inches or Larger)			
Line Extensions (600 linear feet or less) **			
Line Relocations (600 linear feet or less)			
Line Extensions (greater than 600 linear feet) **			
Line Relocations (greater than 600 linear feet)			
* If depth is less than 8 feet, City forces can install the tap			
** Any connection in excess of 55 feet is considered an extension project			
KEY: Approved to Work = 			

Ordinance taps are in-house, City staff, assigned to installing or removing taps in the right-of-way. Miscellaneous Projects is a contractual in-house process for the design and construction of water and sewer infrastructure. Extensions less than 600 linear feet for water and sewer can be made by City Miscellaneous Project (4.2.2.3 CFW Water Department Installation Policy and Design Criteria). If a project is eligible and accepted by the Water Department's Miscellaneous Projects, the plans must be approved and signed by the customer's engineer and all required fees must be paid before the project is put in the construction queue. The customer has the option to install the utilities via CFA.

Tap and Service Fees

A tap fee is a service fee that is charged for connecting the public water or sewer main to the private plumbing that does not exceed 55 feet from the property line. Water taps also require a meter deposit for billing purposes. A licensed plumber must connect the tap at the property line to the homeowner's or businesses' private service lines. If the taps are proposed to be installed under a CFA or City's Miscellaneous Project, then there is no separate tap fee.



Impact Fees

Impact fees are charged to new development to offset its impact on existing water and sewer facilities. Impact fees help pay the cost of building, or expanding, facilities in order to provide the adequate service that a new development requires. These fees are updated every three years. Water and sewer impact fees are determined by the size of the domestic water meter installed. There is no impact fee charge for irrigation meters. The size of the water tap and service line supplying the meter does not affect the amount of the impact fee charged. For more information, please visit the City's [Impact Fees](#) website.

Extension along Frontage

Water and sewer extensions along street frontage are required for commercial and industrial properties.

Backflow Prevention

Water distribution systems are designed for one-way water flow, from the distribution system to the consumer. Backflow occurs when the pressure in the distribution system drops, siphoning water from the consumer's system into the distribution system. Backflow protections ensure that contaminants and pollutants do not flow into the drinking water. All new backflow assembly installations, relocations, replacements, or removals require a plumbing backflow permit. Fort Worth requires annual testing of all backflow protection assemblies on commercial property. All auxiliary water sources and contractor meters must have a backflow protection assembly. Meters must be protected by backflow assembly or air gap and the assembly must be tested upon installation, repair, or relocations. For information regarding new development's backflow prevention, please visit the City's [Water Department](#) website.



Grease Traps

Grease traps are designed to separate out the fats, oils, grease, and solids from the wastewater discharged into the sanitary sewer system. Fort Worth requires restaurants, food processing facilities, automotive repair facilities, car washes, commercial laundries, and all other facilities that the City deems necessary to install and maintain grease or grit traps. It is the responsibility of the generators to ensure that their grease/grit traps, and the wastewater discharged from them, are following all City requirements. All grease traps and grease interceptors shall be maintained for continuous, satisfactory, and effective operation at the expense of the property owner. If the Water Department requires the project to install grease traps, please review the City of Fort Worth's [Guidance Document for Sizing and Installation of Grease Traps and Interceptors](#).

Before installing a grease trap please contact each of the following City offices:

- Pretreatment Services, Water Department: 817-392-8305
- Plumbing Inspection Section, Development Department: 817-392-7980
- Code Compliance Department, the Consumer Health Services Division: 817-392-1234

For information regarding new development that requires a grease trap, please visit the Water Departments [grease trap](#) website.



Permits and Inspections

Building Permits

A building permit is required to build a new structure, add an addition, or undertake a major remodeling project. The building site must have the appropriate zoning to allow the proposed use and site layout, and the property must be platted in order to apply for a building permit.

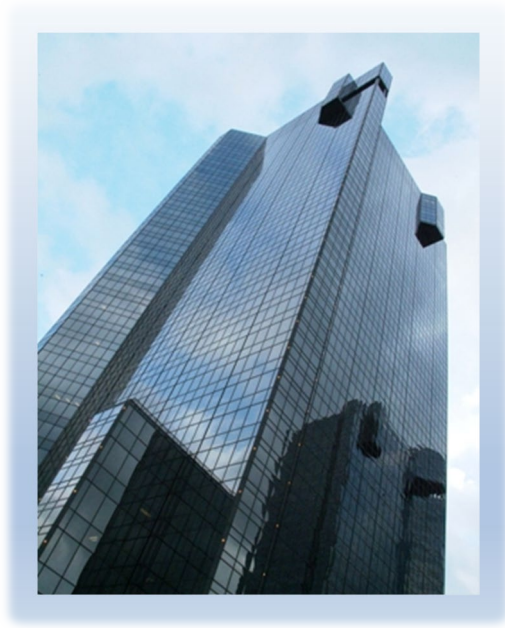
A separate building permit is required for each structure, including retaining walls, dumpster enclosures and certain fences. Other permits such as urban forestry and grading are typically needed in addition to building permits.

Commercial Building Permit Types

A full list of commercial permits can be found on the City's [commercial permit](#) webpage.

Plan Review Submittal Requirements

When applying for a commercial building permit, new construction or additions, please review the City's [checklist](#) for the required submittals.



- Building permits can be applied for by visiting the City's online permitting system, [Accela](#)
- For assistance when applying for a permit online, please visit either of the links below:
 - Schedule an appointment with the customer service team: [Additional Information Requested - Development Services - QLess Kiosk](#)
 - Development Services department videos and step-by-step PDF files for each permit type: [Permitting & Application Resource Library](#)

Contractor Registration

A contractor will have to be registered with the City of Fort Worth in order for the permit to be issued. Please visit [Fort Worth Contractor Registration](#) to obtain a copy of the contractor registration application and view additional information.

If working with a "Third-Party" firm:

- Confirm the company is on the [City-approved list of third-party firms](#)
- The third-party company submits plans when they have completed Building Code, Mechanical, Electrical and Plumbing (MEP)
- Building permits are issued after all non-compliant issues are addressed and any fees due, including water and sewer fees are paid

X Team

The X Team offers expedited plan review for building permits by providing full plan review comments in 10 business days. After the 10-day review, a meeting will be scheduled with the design team to discuss, correct, and clear any necessary changes with the X Team's plans examiners. If the corrections required can be updated during the meeting, staff can potentially issue the permit at the conclusion of the meeting.

What kind of projects does the X Team accept?

The X Team accepts all commercial and residential projects and all types of building permit applications. If a project has multiple permits, the permits will be reviewed together in one plan review meeting.

How to schedule an expedited plan review meeting with the X Team?

First apply for a building permit through the City's online permitting system, Accela Citizens Access. Look for the 'MISC Information' on the application and select the check box for the X Team. After the application is accepted, the applicant will be contacted to schedule an X Team meeting. The meeting will be held at the end of the 10-business day plan review.

What To expect at the meeting?

Meetings can be held in-person or virtually via WebEx. During the meeting, the City's plans examiners will work with the applicants design team to try and resolve all required corrections.

Applicants should have:

- Final plans recorded
- All engineering and infrastructure approved
- Appropriate zoning in place and any necessary variances or Certificates of Appropriateness
- Paid all associated building permits fees plus the additional hourly fee for the duration of the meeting



Please make sure the applicant's design team comes prepared to make the required corrections, which includes updating the changes on the compiled plan set and re-upload it in Accela to clear any holds on the permit. If all of the holds can be cleared, then the design team would need to be prepared to pay any outstanding fees before (*potentially*) leaving with a permit.

Who should attend the meeting?

The applicants design team should be in attendance. During this meeting, all the necessary corrections can be made to clear the first-round of comments from the City's plans examiners.

How much does it cost?

- There is a \$200 application fee, per permit
- The plan review time is \$1,000, per hour

For more information, please visit the City's [X Team](#) website.

Certificate of Occupancy (CO)

When all inspections have been made on a permit, a final inspection has been completed, and a grading certificate has been provided for new construction or site work, then a Certificate of Occupancy (CO) can be issued and the structure may be occupied.

- Certificates of Occupancy are issued to a party / business at a particular location
- A new CO must be obtained when the use of the building changes
- A new ordinance inspection must be obtained whenever the name of the responsible party changes on the electric or gas bills
- After the inspection is completed, a new CO will be issued
- Apartments are required to obtain a new CO with each new owner

Change of Use (CoU)

If the proposed business is a different type of business than what currently operates in the space, then a new Certificate of Occupancy (CO) is needed to legally operate the business within the City of Fort Worth. A Change of Use permit can be applied for with or without associated remodeling. Once the permit is issued and all necessary inspections are finalized, a Certificate of Occupancy will be issued.

To initiate this process, submit a Change of Use (CoU) application via the City's online permitting software, [Accela](#).

For more information, please visit Development Services [commercial permitting webpage](#).

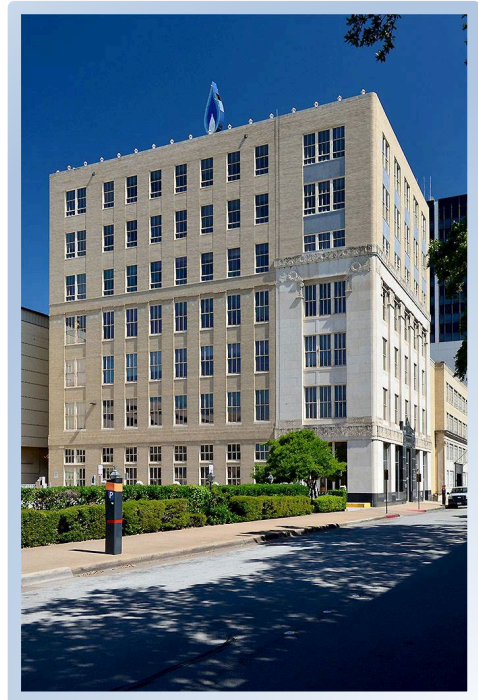


Building Inspections

An inspection is required for all construction, or work, for which a permit is required. Once site plans have been approved and permits have been issued, construction can begin. The construction work must be inspected throughout the course of a project.

- The approved set of plans with comments must remain available to inspectors at all times
- A contractor must request an inspection from the City inspector at the proper stages of work
- For fire protection systems, inspections cannot be scheduled prior to approval of fire protection system plans. The Fire Protection System Contractor must schedule inspections
- A final inspection is required

For more information, please visit the City's [Building Inspection](#) webpage.



Code Inspections for Multi-family

After building inspections are completed for multi-family development, the applicant or contractor must contact Code Compliance for approval and register the property.



For more information, please visit the City's [Code Compliance](#) website.

Fire Code and Addressing

The Bureau of Fire Prevention (BFP) works in conjunction with other City departments with regards to plat and site plan approval, addressing, fire suppression and detection systems and change of occupancy. Depending on the stage of your project, you may be required to permit work through the Fire Department and/or provide documents with your Building Permit for Fire Department Review. The basic procedures for common situations are outlined below.

International Fire Code (IFC)

- Information available on the [IFC](#)

Plats

The Fire Department works closely with Development Services and reviews plats with regard to access, distance to gas wells and street naming. Fire Code Amendments regarding new construction setbacks to existing wells (5706.3.1.3) may require coordination with the mineral developer to ensure proper setback.

- Requests for new street names may be sent to: firestreetnames@fortworthtexas.gov



Addressing

Official addresses for buildings and utilities are assigned by the Fire Department only after the plat is approved by the City and filed with the appropriate County. After it is filed, please make a request for addressing so it can be prioritized accordingly. Plats and site plans with completed addressing assignments are available online at:

- City of Fort Worth [Plat Directory](#)

When requesting addresses for new plats, they are added to an addressing queue when the plat is recorded. Each plat is worked on in the order they appear within the queue and are completed within 10 business days of assignment. Please send address requests for new plats to addressing@fortworthtexas.gov. If the project does not involve the filing of a plat and an address is not yet available for permits, contact the Fire Marshal's office at 817-392-6830 for address assignment assistance.

Building Permits

Building permits will be shared with the Fire Department to determine the need for fire protection systems, fuel tank permits, hazardous materials permits, and other applicable Fire Code-required systems/permits. A set of site plans indicating the location of fire hydrants and fire lanes (existing or planned) must be provided with the building permit, if the site plan has not been previously approved. Additional information regarding fire hydrant and fire lane requirements can be found on the [International Fire Code \(IFC\)](#).

Fire Protection System Permits

The plan review process will determine what fire protection systems are required. If a fire sprinkler or alarm system is required:

- Fire protection system permits will only be issued to contractors who are licensed by the State of Texas in accordance with the Fort Worth Fire Code, the Texas Administrative Code, and are registered with the Bureau of Fire Prevention
- If required, fire protection system plans must be submitted by the permit holder and be signed by a licensed professional

- Fire protection plans include, fire sprinkler system plans, fire alarm plans, standpipe system plans, plans for underground water lines supplying fire protection systems, and other documents are required by Fort Worth Fire Code. **The Fire Department does not approve the fire line tap that is in between the public water main and the property line, nor the associated required Backflow Preventer. Please coordinate with the City's [Water Department developers](#) to install the fire line tap and backflow devices**
- [Fire protection permits](#) and [submittal checklists](#) can be obtained online

Note: *The fire protection system plans are generally submitted to the Fire Department directly from the fire protection system contractor later in the project schedule.*



Key Boxes

The Fire Code (506.1) requires a Knox key box if the building has an elevator, fire alarm, sprinkler system, or fire pump. Key boxes may be ordered from the [Knox box website](#) by entering the zip code of the project and selecting the Fort Worth Fire Department jurisdiction.

Fuel Tanks

Fuel tanks associated with emergency generators and on-site fleet fueling systems are required to be permitted separately through the Fire Department via

Flammable and Combustible Liquids Permits available online on the City's permitting site.

After - Hours Inspection

The Fire Department's goal is to provide system inspections within 72 hours of a request and will work to adapt to your time constraints. An after-hours option is generally available at an increased fee. If the work is complete, the sprinkler or alarm contractor can call 817-392-6830 to schedule an after- hours inspection. The State-licensed fire protection contractor is the only party authorized to request an inspection because the permit is issued under their license.

- Fire protection system permits will only be issued to contractors who are licensed by the State of Texas, in accordance with Fort Worth Fire Code Appendix VII-B (Ordinance Amendment 13636), and registered with the Bureau of Fire Prevention
- If required, fire protection system plans must be submitted by the permit holder and be signed by a licensed professional
- Fire protection plans include, fire sprinkler system plans, fire alarm plans, standpipe system plans, plans for underground water lines supplying fire protection systems, and other documents are required by Fort Worth Fire Code. **The Fire Department does not approve the fire line tap that is in between the public water main and the property line. Please coordinate with the Water Department to install the fire line tap and backflow devices.**
- [Fire protection permits](#) and [submittal checklists](#) can be obtained online

Note: *The fire protection system plans are generally submitted to the Fire Department directly from the fire protection system contractor later in the project schedule.*

For additional information regarding Fire Sprinklers, Fire Alarms, Fuel Systems, Tanks, Site Plans Reviews, Addressing, or Fire Code, please visit the City of [Fort Worth Fire Department](#) website.

Other Permits and Agreements

Consumer Health Permits

Consumer Health protects the public from food-borne, waterborne, vector-borne, and other communicable diseases. The division performs health inspections, investigates health-related concerns, and provides health education programs to the public. Consumer Health Commercial team enforces the zoning ordinance, game rooms ordinance, litter abatement, and other health-related nuisances.

The Consumer Health Division of the Code Compliance Department reviews all permits that pertain to the following types of establishments:

- Food establishments including restaurants, grocery and convenience stores, bars/lounges, catering kitchens, farmers markets, mobile vendor food courts, and any food operations that serve the general public
- Retirement centers, Hospitals, and Private Schools that provide food service to residents
- Child care centers
- Hotels and motels, Bed & Breakfast facilities
- Public swimming pools, spas, splash pads



Additional Information:

- Plan reviews conducted by the Consumer Health Division will be separate from any Development Services review. Upon submission of plans to Development Services, a Consumer Health Specialist (health inspector) will contact the applicant to arrange for a fee-based plan review, to ensure all plans meet health and safety requirements
- Food mobile vendors must provide a current health permit, and a restroom letter, to obtain a Vendor Certificate of Occupancy

Useful Links:

- [Consumer Health:](#)
- [Consumer Health Plan Review](#)
- [TX Food Establishment Rules](#)
- [TX Child Care Licensing](#)
- [TX Public Pool and Spa Rules](#)

Encroachment Agreements

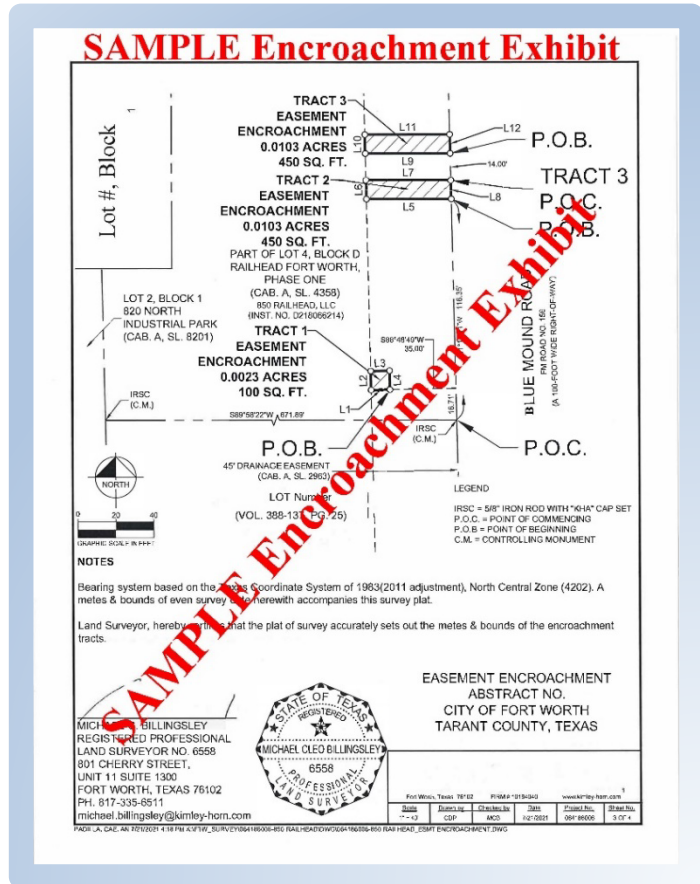
Encroachment is when any physical object projects into the City's right-of-way, and/or City-owned easements. The physical object can include any portion of a building, including an awning or a fence, for example. It can also include signs and conduits.

The requirement to process an encroachment agreement could be determined and required at various permitting stages including:

- New construction permits
- Remodeling permits
- Change-of-use permits
- As a response to a Code Compliance, or other City department's request.

The following list of items are to be provided to the Contract Management office in order to begin the review process:

- Encroachment Initiation Form
- Applicable fees
- One set of exhibits specific to the encroachment type



Additional documents are required once exhibits have been approved. The list of these items will be provided by the Contract Management Office once the exhibits have been approved.

The owner of the property (not the tenant) must complete the encroachment agreement. For more information, please visit the City's [encroachment](#) webpage.

People Who Can Help

City Contact List

Development Services Contact Information can be found at the following link:

[Development Services Contacts](#)



County Contacts

Tarrant County

- Health Department: 817-871-7511 / Fax: 817-871-7283
- Recorded Deeds and Plats: 817-884-1195
- Transportation Services Department: 817-844-1250 / Fax: 817-884-1178

Denton County

- Planning Department: 940-565-8624 / Fax: 940-565-5657
- Environmental Health Department: 940-565-8685 (*Office Hours: 8-9 a.m. / 1-2 p.m.*)

Johnson County

- Health Department: 817-556-6380 / Fax: 817-556-6391

Parker County

- 817-598-6175 / Fax: 817-598-6177

Wise County

- 940-627-9332 / Fax: 940-627-6171

State Contacts

Texas Department of Transportation (TxDOT)

- Fort Worth District (*Tarrant and other adjacent counties*) 817-370-6532 or 817-370-6551

Utility Contacts

CoServ Electric (*Formerly Denton County Electrical Co-Op*)

- 940-321-6644 / Fax: 940-321-6640

Johnson County Electric Co-Op

- 817-558-0010 / Fax: 817-556-4039

TXU (*Texas Utilities Electric Co. / Lone Star Gas*)

- 817-215-6688 / Fax: 817-215-6184
- 817-215-6254 / Fax: 817-215-6316
- 817-215-6218 / Fax: 817-215-6660

Tri-County Electric Cooperative, Inc.

- 817-431-1541 or 817-379-4703 / Fax: 817-431-9680

Telephone Service

AT&T

- 404-810-4556 / Fax: 404-810-4404

GTE

- 972-717-5828 / Fax: 972-717-5834

Millennium Telecom

- 817-379-3007 or 817-379-3007

Southwestern Bell Telephone, Inc.

- 817-267-5752 / Fax: 817-338-5106

Water Providers

Certificate of Convenience and Necessity (CCN)

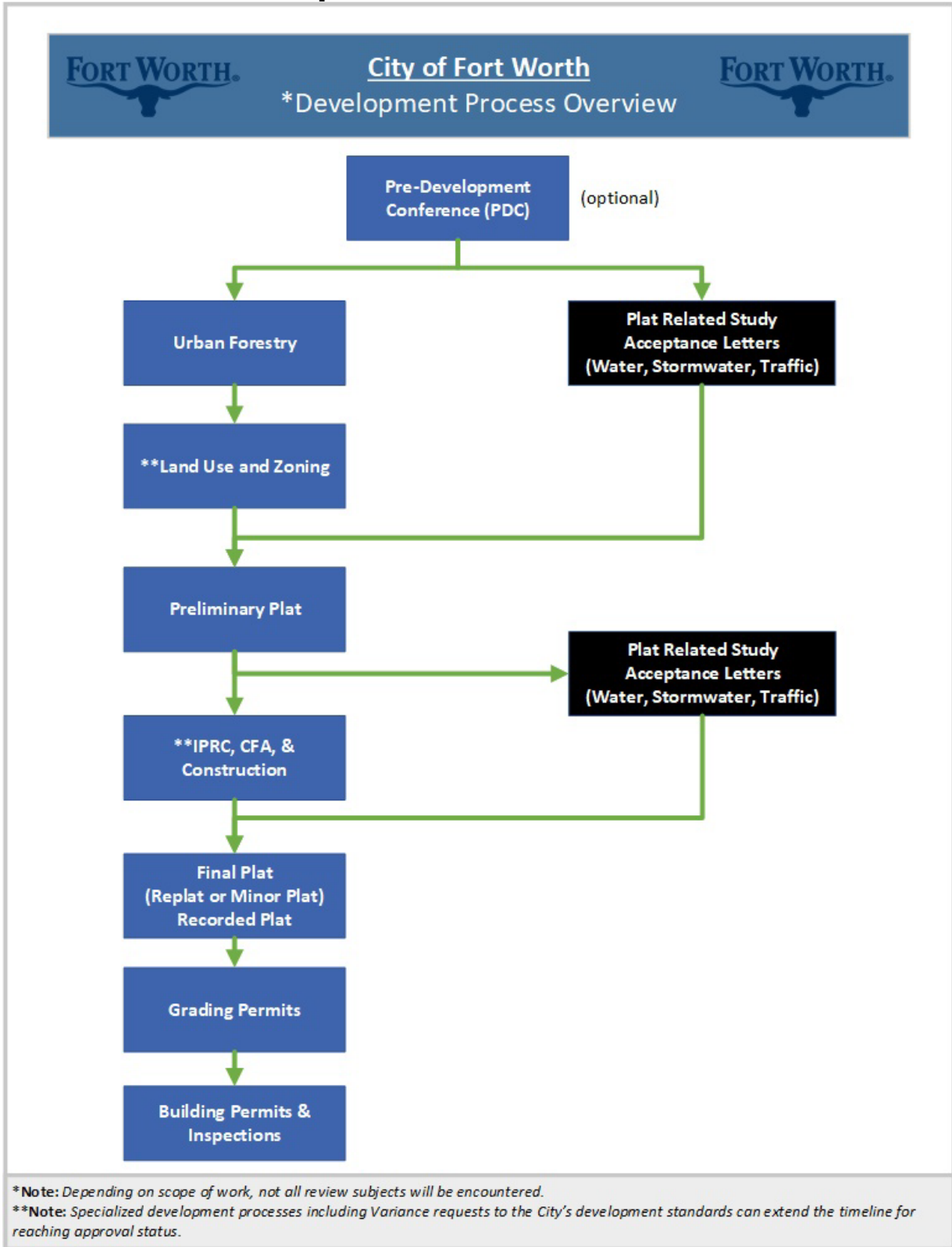
For areas not served by the City of Fort Worth, please contact the Utility Section of the Texas Natural Resource Conservation Commission (TNRCC) at [Texas Commission of Environmental Quality](#). To learn of the specific water provider (CCN) for the subject area, please contact 512-239-6960.

For preliminary guidance, contact the City of Fort Worth Water Department, Development Division at 817-392-8428.



Appendix

Development Process Overview



Certificate of Occupancy Process Overview

